

16.112 MANDATORY OFF DAY DEVIATION & VOLUNTARY SHIFT DEVIATION

Reference:

FOP/City Labor Agreement

Information:

The City of Cincinnati has the right to annually change two of the officer's regularly scheduled off days, upon 72 hours notice to the member, without the payment of overtime compensation. Overtime shall be paid to the member in the event any change in regularly scheduled off days occur on the day(s) on which the events currently known as "Riverfest" or "Ujima" take place.

Training scheduled more than five (5) days in advance, regularly scheduled shift changes, transfers and promotions shall not apply to the consecutive off day provision. Off Day group 8 (Saturday/Sunday) will be considered two consecutive off days.

Procedure:

A. Mandatory Off Day Change (Form 443)

1. When changing an officer's scheduled off day, a supervisor will:
 - a. Give 72 hours notice to the officer prior to the change of a regularly scheduled off day.
 - b. Complete the required portion of Form 443 indicating the mandatory regularly scheduled off day change.
 - c. Substitute another off day for the officer within the same work week.
 - 1) Every reasonable effort will be made to allow the officer the opportunity to choose a substitute off day, at the officer's choice, within the same work week.
 - d. Document the off day change in the district/section/unit time book.
 - e. Forward Form 443 through the chain of command to the district/section/unit timekeeper.
2. District/section/unit timekeeper will:
 - a. Fax a copy of Form 443 to Personnel Section.
 - b. Send the original to Personnel Section on the third Thursday of each month along with the Assignment Reports. Refer to the current Assignment Report Schedule for monthly due dates.

- c. Keep the copy in the district/section/unit files
- 3. Personnel Section will:
 - a. Enter the information from the Forms 443 into a computer database programmed for tracking all Division personnel's changed off days.
 - b. Complete a report indicating the amount of mandatory off day changes for each Division member on the fourth Monday of each month.
 - c. Immediately notify the affected officer's Bureau Commander after the officer has received two mandatory off day changes within the same year.
- 4. District/section/unit commanders will:
 - a. Immediately notify the affected officer's supervisor(s) when the two annually changed off day limit, without the payment of overtime compensation, has been reached.
 - b. Ensure that every reasonable effort is made by Division supervisors to limit an officer's mandatory changed off days to two occurrences annually.
 - c. Approve all mandatory changed off days (Form 443) beyond two per year for a single officer.
 - d. When officer's are transferred out of a district/section/unit, ensure documentation (Forms 443) of officer's mandatory off day changes are forwarded to officer's new unit of assignment.
- B. Voluntary Off Day Change (Form 443)
 - 1. With the mutual consent of the officer and supervisor for changing a scheduled off day, the supervisor will:
 - a. Complete the required portion of Form 443 indicating the date of the voluntarily scheduled off day change.
 - b. Substitute another off day for the officer within the same work period.
 - c. Document off day change in the district/section/unit time book.
 - d. Forward Form 443 through the chain of command to the district/section/unit timekeeper.

C. Voluntary Shift Deviation (Form 440)

1. With mutual consent of the officer and supervisor for changing a scheduled tour of duty (shift), the supervisor will:
 - a. Complete Form 440 indicating the date of the voluntary shift deviation.
 - b. Document the shift change in the district/section/unit time book.
 - c. District/section/unit will retain the original Form 440.